

~~SECRET~~ ~~CONFIDENTIAL~~

OFFICE OR STAFF **TRAINING** OFFICE CODE **U** REQUEST DATE **27 July 1953** APPROVAL DATE **1 Aug 1953** CONTROL NO. **000600030016-5** Page **1** of **1** Pages

DELETIONS

ADDITIONS

NET CHANGE

ORGANIZATION

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

NEW BR. &
DIV. TOTALS

CODE
(Machine Records)

ADMINISTRATIVE STAFF
FINANCE BRANCH

Fiscal Clerk
Fiscal Clerk

GS-501-5
GS-501-4

805
513

ADMINISTRATIVE STAFF
FINANCE BRANCH

Time Leave Pay Clk
Time Leave Pay Clk
(Place on T/O after U 629)

GS-544-5
GS-544-5

901
901.01

No change in T/O strength.
By written request of Director of Training.

NEW OFFICE TOTALS

APPROVAL

T/O strength

25X9

The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

Chief, Class. & Wage Div.

FORM NO. 30-25
SEP 1952

~~SECRET~~
Security Information

AUG 3 1953

Approved For Release 2002/05/02 : CIA-RDP78-03568A000600030016-5

8 June 1953

MEMORANDUM FOR: Chief, Classification and Wage Division

FROM : Director of Training

SUBJECT : Re-classification of Fiscal Clerk Position -
Project []

25X1A6a

1. At the time of the approval of the current [] T/O, it was intended that the position of Fiscal Clerk, position number U513, GS-4, would function as a utility fiscal employee lending primary assistance to the payroll clerk. However, since that time, the payroll requirements have increased to the point where many additional duties now have to be performed by this person. This is necessary because the local payroll for this activity has doubled itself since this project was set up. In addition to payroll duties, this clerk is required to maintain certain ledgers and assist in the preparation of certain reports. 25X1A6a

2. We believe that the above facts, plus the attached position description, justify our request that this position be raised from Fiscal Clerk, GS-4, to Fiscal Clerk, GS-5.

[] 25X1A9a
for MATTHEW BAIRD

B-63
6/11/53
KCT